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# **WELCOME TO THE NATIONAL ENDOWMENT FOR THE HUMANITIES**

*“Democracy demands wisdom and vision in its citizens” --National Foundation on the Arts and the Humanities Act of 1965*

## **THE NATIONAL ENDOWMENT FOR THE HUMANITIES**

In order “to promote progress and scholarship in the humanities and the arts in the United States,” Congress enacted the National Foundation on the Arts and the Humanities Act of 1965. This act established the National Endowment for the Humanities as an independent grant-making agency of the federal government to support research, education, and public programs in the humanities.

### **The Humanities**

The act that established the National Endowment for the Humanities says “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism, and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

### **Organization of the Endowment**

Grants are made through four divisions (Education Programs, Preservation and Access, Public Programs, and Research Programs) and two offices (Challenge Grants and Federal/State Partnership).

### **Presidential Directives**

The National Endowment for the Humanities participates in three government-wide Presidential Directives. Executive Order 12876 mandates federal efforts to help strengthen and ensure the long term viability of the nation’s Historically Black Colleges and Universities, Executive Order 12900 mandates federal efforts on behalf of educational excellence for Hispanic Americans, and Executive Order 13021 mandates increased accessibility of federal resources for Tribal Colleges. The NEH encourages applications that respond to these Presidential Directives.

As a special response to these Presidential Directives, the NEH has instituted two new grant programs, under the general heading Extending the Reach, that are intended to strengthen the humanities at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities. One will support institutional initiatives and the other faculty research grants.

## EXTENDING THE REACH

Extending the Reach is a new series of funding opportunities designed to spread the support of the National Endowment for the Humanities to selected jurisdictions and constituencies throughout the United States.

During 2000 and 2001, the NEH will be offering Extending the Reach grants to support humanities initiatives in the following jurisdictions :

Alabama	Louisiana	North Dakota	Texas
Alaska	Missouri	Ohio	Washington
Florida	Montana	Oklahoma	Wyoming
Idaho	Nevada	Puerto Rico	

Special consideration will be given to applications for NEH Consultation Grants from institutions in these U.S. states and territories.

Extending the Reach funds will also enhance work in the humanities at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities, through grants to support faculty research and institutional development. Information about these Extending the Reach grants may be obtained from:

Public Information Office  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506  
202/606-8400 or 800/NEH-1121  
E-mail: [info@neh.gov](mailto:info@neh.gov)  
<http://www.neh.gov>

## CONSULTATION GRANTS

The Division of Public Programs supports projects that are grounded in solid scholarship, present important ideas in exciting and accessible ways, and bring the perspectives of the humanities to the public. Our mission is to advance public understanding of the humanities through excellent programming of broad appeal and significance.

### **What is a Consultation Grant?**

A Consultation Grant can help you to imagine a new project or to chart a new direction for your institution. These awards support museums, libraries, historical organizations, community associations, public radio and television stations, and film, radio or digital media producers in the early stages of project development or institutional planning. An award may be used for consultation with humanities scholars and public programming experts who can help define key humanities themes, incorporate significant scholarship, and shape the interpretive goals and design of your project. Project funds may be used for travel to relevant research collections or to learn from model projects and consult with staff at other sites.

Consultants may include academic specialists, film, radio or digital media producers, museum curators or educators, librarians, or others whose experience and knowledge of the humanities would enrich the project.

The intended benefits of Consultation Grants include:

- A firmer command of the themes and interpretive issues that will shape a project;
- A richer understanding of the relevant humanities scholarship;
- A preliminary plan for the project's format and design; and
- Identification of key advisers and programming partners who can move the project forward.

Grantees will be expected to report on the accomplishments of the Consultation Grant through either a written final report or a subsequent application to the Division of Public Programs.

**Who is eligible to apply?**

Any U.S. nonprofit organization may apply for a Consultation Grant. For media projects, individual film and radio producers must apply through an eligible nonprofit organization. Grants will not be awarded to individuals. Organizations must have tax-exempt status from the Internal Revenue Service to be eligible to receive funding. Although applicants need not have tax-exempt status at the time they submit a proposal, they will not receive funding from NEH until they receive a letter from the IRS confirming their tax-exempt status.

Organizations that have not received an NEH grant are especially encouraged to apply.

Awards are expected to be made nationwide, but special consideration will be given to applicants in jurisdictions that have been identified as underserved by the Endowment’s programs. These jurisdictions include:

Alabama	Louisiana	North Dakota	Texas
Alaska	Missouri	Ohio	Washington
Florida	Montana	Oklahoma	Wyoming
Idaho	Nevada	Puerto Rico	

**How much money can be requested?**

Grants up to \$10,000 will be awarded through this program.

**When is the deadline and when can your project start?**

Applications must be received at NEH on or before the deadline. Applicants will be notified of funding decisions in late July (for spring deadlines) or in late November (for September deadlines). If a grant is awarded, a project could begin approximately thirty days after notification.

The grant period may run for as little as three months or as long as twelve months, depending on the time needed to accomplish the proposed activities.

**What kinds of activities are eligible for support?**

The award may be used to cover all reasonable costs associated with consultation activities. These might include travel and per diem expenses, honoraria for consultants, long-distance telephone charges, initial audience evaluations,

special research, or other appropriate expenses incurred as part of the consultation process. Travel costs can cover visits to other sites for consultation with advisers or bringing in outside consultants.

### **Examples of Consultation Grant projects**

· The Scurry County Museum in Snyder, Texas, plans to offer visitors a new understanding of the history of the High Plains, reflecting recent humanities scholarship about the region. Their team of consultants includes a Western historian, a specialist in Mexican-American culture, a curator with experience interpreting Western history, a museum educator, and an exhibition designer. An intensive, two-day conference brought together consultants, museum staff, and the museum's board to consider overall interpretive themes and how they might be presented effectively to the public. The results of the consultation process will be shared with a consortium of High Plains museums and historical sites, and will lay the groundwork for an exhibition and related public programs emphasizing the environmental and multicultural history of the region.

· The Manship House Museum in Jackson, Mississippi, was awarded a Consultation Grant to explore ways to present a comprehensive interpretation of nineteenth-century Southern domestic life. The museum is unusual among historic houses, because it was owned by a middle-class craftsman. Through a revised house tour and a new interpretive plan for the kitchen building, the staff hopes to create a more complete picture of the inhabitants of the house, while also attracting diverse audiences. Museum staff will visit related historic houses to learn from their experiences, consult with scholars and interpretation specialists, begin forming a community advisory committee, and develop an interpretive master plan that will guide implementation of the project. One goal of this project is to provide a model for other historic houses interpreting women's roles and domestic service in a middle-class household.

· A Consultation Grant was awarded to SoundVision Productions in Berkeley, California, for a radio series entitled *Science and the Search for Meaning in the 21st Century*. By addressing key philosophical and religious questions as they intersect with major scientific discoveries of the 20th century, the producers hope to illuminate questions of human identity, ecology and ethics. The series will illustrate how new scientific discoveries about human nature have created new opportunities for philosophical and religious reflection. Consultants include scholars in the philosophy of science, the history of theology, and comparative religions. The goal of the consultation phase is to deepen the series' humanities content and to develop clearly identifiable themes for the proposed hour-long shows.

- An independent film producer in Washington, D.C., received a Consultation Grant to confer with historians and experts, to research visual and written material and to examine artifacts, photos, letters and articles on the topic of Annie Oakley and the Wild West Shows of the late nineteenth century. Much more than just a sharpshooter, Oakley made a major and early contribution to the mythology of the American West. Collaborating with Oakley's biographer, historians and museum curators, the producer is planning an hour-length film that will enhance our understanding of Annie Oakley's contribution to the legends and myths of the West and trace her influence on American culture.

- The Jewish Women's Archive in Brookline, Massachusetts, seeks to use the power of the Internet to document and preserve the untold stories of Jewish women in America in the twentieth century. The Archive received a Consultation Grant to convene a planning meeting of ten scholars, who will help to define the themes, scope, and methodology of this oral history project. Exploring the themes of gender, religion, and place, the project will involve women in different regions of the country in collecting the life stories of older women in their communities. Consultation Grant funds will also be used to outline the next stages of the project, which may include developing community-based public programs, and creating an interactive "virtual archive" of oral narratives and on-line exhibitions on the historical experiences of Jewish women.

#### **How will proposals be evaluated?**

Proposals will be assessed by panels of knowledgeable persons from outside the Endowment, including humanities scholars who are experienced in public programming and professionals whose expertise is relevant to the type of project (i.e., film, radio, digital media, museums, libraries, etc.). Panelists represent a diversity of disciplinary, institutional, regional, and cultural backgrounds. The NEH staff will present the panelists' evaluations to the National Council on the Humanities, a board of twenty-six citizens appointed by the President. The National Council makes recommendations for awards to the Chairman of the NEH, who in turn has final grant-making authority.

#### **Applications will be judged by the following criteria:**

- Is the proposed project grounded in the humanities? Is the intellectual approach to the topic clear and promising?
- Will the project have broad public appeal?
- Will the chosen format effectively convey the ideas and themes of the project?

- Are the proposed activities well conceived and justified for advancing the project in the early stages of development?
- Are the people involved in the project—both the outside consultants and the applicant organization’s own staff— well qualified to carry out the proposed tasks?
- Is the plan of work realistic and clearly outlined?
- Is the budget reasonable?

**What help is available?**

We welcome the opportunity to talk with you about your ideas and to answer any questions you may have. You can get more information or talk to one of our program officers by calling (202) 606-8267 or e-mailing us at [publicpgms@neh.gov](mailto:publicpgms@neh.gov). You can also visit our Web site at [www.neh.gov](http://www.neh.gov).



## INSTRUCTIONS FOR SUBMITTING APPLICATIONS

Submit nine copies of the application. The application should include the following items, in this order.

**1. NEH Application Cover Sheet**

**2. Budget**

**3. Narrative Essay of 5-7 pages containing the following:**

- a. *Nature of the Request:* Briefly describe, in a few sentences, the activities for which funding is being requested.
- b. *Introduction to the Subject:* Describe the project idea, its humanities focus, and the questions you would like to explore. Explain why the subject would be appealing to a general public audience. If you are applying for a grant for institutional interpretive planning, discuss the goals of the interpretive plan and the humanities questions you plan to address. Briefly describe any research completed so far (including any relevant reading or reference materials consulted.)
- c. *Description of the Project:* Discuss your ideas at this point for presenting the subject to the public and the appropriateness of the format. In addition, Media applicants should briefly describe their approach to the ultimate production, including stories that might be told, lines of analysis, and materials to be used.
- d. *Description of the Consultation Process:* Explain what the Consultation Grant will be used for and who the consultants will be. Describe the conceptual or programming contributions each consultant will make to the project. Outline the consultation process (e.g., group meetings, travel to other sites, etc.). Discuss the expected results of the consultation and how they will further the development of the project.
- e. *Project Staff:* Provide background information on the principal members of the project team, using two or three sentences to describe the personal qualifications and expertise of each one and to indicate the role the person will play in the overall project.
- f. *Plan of Work and Project Timeline:* Outline a plan for carrying out the project, including a monthly schedule for the necessary tasks. Indicate

who will be responsible for each activity.

- g. *Budget Notes (optional)*: Use a brief narrative to supplement, if needed, the financial information provided on the NEH budget form and to provide additional annotation for the projected expenses.

**4. Supplementary Materials**, to be included in the proposal's appendix, should contain a short description and history of the applicant organization. This should consist of a brief profile of the organization, including its mission, origin, size, special characteristics, current activities, and relevant institutional resources. Applicants for film projects should include a filmography of the subject. Applicants may also include other supplementary materials, such as samples from previous projects, printed publicity brochures or catalogues describing the work of the organization, or other relevant information.

**5. Résumés and Letters of Commitment** from the main project personnel (including consultants). Résumés should not exceed two pages in length.

**6. Three extra copies** of the original, signed application cover sheet.

## GRANTEE RESPONSIBILITIES

Before any work is done in developing a proposal, the project director and the authorizing official of the applicant institution should review the following section on grantee responsibilities to determine if their institution is able to comply with these requirements. The authorizing official is also advised to review the material on certifications in the appendix to this brochure before signing Block 12 of the application cover sheet.

The grantee organization is required to

- have a sound financial management system that records separately within its general accounting system the receipt and disbursement of grant funds and that monitors the expenditure of these funds against the approved budget;
- carry out project activities in accordance with the workplan provided in the approved application. Changes in key project personnel, project scope, or design must be submitted to NEH in advance for review and approval;
- have in place a system for prior review and approval of all grant actions and expenditures that the grantee institution is delegated to approve;
- maintain adequate documentation of the time spent by all project personnel on grant activities;
- have an audit performed that meets the requirements of the Office of Management and Budget Circular A-133 whenever \$300,000 or more in federal funds is expended during a fiscal year; and
- acknowledge NEH support in all materials publicizing or resulting from grant activities.

**T**he Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed; and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the time to complete, to the Director of the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

## INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

### Block 1. Project Director

**Item a.** Enter the name and mailing address of the person who will carry out the project or be chiefly responsible for directing it.

**Item b.** In the space provided, enter the number corresponding to the project director's preferred form address:

1-Mr. 2-Mrs. 3-Miss 4-Ms. 5-Professor 6-Dr.

**Item c.** Enter the project director's full telephone number with area code and, if applicable, extension. Whenever possible, one of the telephone numbers listed should be a number at which a message can be left. Enter FAX or E-Mail numbers if applicable.

### Block 2. Type of Applicant

**Item a.** Identify *Type* such as: business, religious, museum, historical society, government (state, local, etc.), public media (TV, radio, newspaper, etc.), educational (elementary/secondary, school district, 2-year college, 4-year college, etc.), library (public, research, etc.), center (advanced study, research, etc.).

**Item b.** Identify *Status* as either Private Nonprofit or Unit of State or Local Government. Example: *Type*: Historical Society. *Status*: Private Nonprofit.

### Block 3. Type of Application

Check the appropriate type:

**Item a.** New—applicants requesting a new period of funding, whether for a new project or for a project previously funded by NEH, should check this box.

**Item b.** Resubmission—applicants who have previously submitted to the Division a version of the current proposal for which funding was not received should check this box.

**Item c.** Supplement—applicants requesting additional funding to a current NEH grant should check this box.

### Block 4. Program and Category of Funding Requested

**Item a.** For Program, enter one of the following that best describes the project: libraries, media (TV or radio), museums, or special projects (including interactive multimedia projects).

**Item b.** Enter **Consultation Grants**.

### Block 5. Requested Grant Period

Grant periods begin on the first day of the month and end on the last day of the month. Project activities need not begin on the first day, but all project activities must take place within the requested grant period.

### **Block 6. Project Funding**

Enter here the appropriate figures from the project budget that is part of your application.

### **Block 7. Field of Project**

Indicate the category and code from the listing on the reverse side of the cover sheet to indicate the *specific* humanities field that best describes the content of the project.

### **Block 8. Descriptive Title of Project**

Enter a brief title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist. NEH is obliged to be as clear as possible to the public about the awards that it makes. The descriptive title will be used for this purpose whenever possible, but the Endowment staff may assign a different working title.

### **Block 9. Description of Project**

Provide a brief description of the proposed project. Do not exceed the space provided.

### **Block 10. Will This Proposal Be Submitted to Another Government Agency or Private Entity for Funding?**

This information is sought without prejudice to the application. NEH frequently cosponsors projects with other funding sources. If not applicable, indicate “N/A.”

### **Block 11. Institutional Data**

**Item a.** Indicate the name of the institution and the city and state of its official mailing address.

**Item b.** Enter the institution’s employer identification number.

**Item c.** Indicate the name and title of the person who is authorized to submit applications on behalf of the institution or organization and to provide the certifications required in Block 12.

**Item d.** Indicate the name, mailing address, form of address (see instructions for Block 1b), and telephone number of the person who will be responsible for the financial administration of the grant if an award is made. For example, at many universities the provost, vice president, president, or chancellor is the person authorized to submit an application (see item c), but the actual administration of the project—such as, negotiating the project budget and ensuring compliance with the terms and conditions of the award—is the responsibility of a grants or research officer. It is the latter person who should be listed here.

***P**rivacy Act. This information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.*

**Block 12. Certification**

The Endowment is required by government-wide regulations to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes. These certifications, which appear in the Appendix to the guidelines, should be read before Block 12 of the application cover sheet is signed. Additional information on these certifications is available from the NEH website, <http://www.neh.gov>, or from the NEH Grants Office, room 311, Washington, D.C. 20506, 202/606-8494.

**Block 13. Applicable Codes**

List all of the applicable codes (use letter code) for your project from the following:

**Libraries**

- (B) Reading and Discussion
- (X) Exhibition
- (O) Other (please specify)

**Museums**

- (W) Conservation Element
- (J) Temporary Exhibition
- (K) Permanent Exhibition
- (V) Video
- (M) Catalog
- (O) Only Educational Programs
- (E) Traveling Exhibition
- (Q) Interactive

**Media**

- (A) Adult (C) Child
- (R) Radio/(T) TV
- (Y) Documentary/(O) Other (please specify)
- (Z) Result of Planning Grant/(I) Series or Part of Series/
- (NC) Single Program

**Special Projects**

- (Z) Result of Planning Grant
- (O) Other (please specify)

# CONSULTATION GRANTS APPLICATION COVER SHEET

## Field of Project Categories and Codes

The following categories and codes should be used to complete block 7 of the NEH Application Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter.)

<b>Anthropology</b>	<b>L1</b>	<b>Languages</b>	<b>C1</b>
Archaeology	<b>U6</b>	Ancient	<b>CC</b>
<b>Archival Manage- ment/ Conservation</b>	<b>I1</b>	Asian	<b>CA</b>
<b>Arts/History and Criticism</b>	<b>MA</b>	Classical	<b>C2</b>
Architecture: History & Criticism	<b>U3</b>	Comparative	<b>C9</b>
Art: History & Criticism	<b>M1</b>	English	<b>CE</b>
Dance: History & Criticism	<b>M3</b>	French	<b>C3</b>
Film: History & Criticism	<b>M4</b>	German	<b>C4</b>
Music: History & Criticism	<b>M5</b>	Italian	<b>C5</b>
Theater: History & Criticism	<b>M2</b>	Latin American	<b>C6</b>
<b>Communications</b>	<b>P2</b>	Near Eastern	<b>CB</b>
Composition & Rhetoric	<b>P1</b>	Slavic	<b>C7</b>
Journalism	<b>P4</b>	Spanish	<b>C8</b>
Media	<b>P3</b>	<b>Law/Jurisprudence</b>	<b>Q1</b>
<b>Education</b>	<b>H1</b>	<b>Library Science</b>	<b>H3</b>
<b>Ethnic Studies</b>	<b>K1</b>	<b>Linguistics</b>	<b>J1</b>
Asian American	<b>K5</b>	<b>Literature</b>	<b>D1</b>
Black/African-American	<b>K4</b>	African	<b>DK</b>
Hispanic American	<b>K3</b>	American	<b>DE</b>
Jewish	<b>K6</b>	Ancient	<b>DC</b>
Native American	<b>K2</b>	Asian	<b>DA</b>
<b>History</b>	<b>A1</b>	British	<b>DD</b>
African	<b>A2</b>	Classical	<b>D2</b>
American	<b>A3</b>	Comparative	<b>D9</b>
Ancient	<b>AC</b>	French	<b>D3</b>
British	<b>A4</b>	German	<b>D4</b>
Classical	<b>A5</b>	Italian	<b>D5</b>
European	<b>A6</b>	Latin American	<b>D6</b>
Far Eastern	<b>A7</b>	Literary Criticism	<b>DI</b>
Latin American	<b>A8</b>	Near Eastern	<b>DB</b>
Near Eastern	<b>A9</b>	Slavic	<b>D7</b>
Russian	<b>AA</b>	Spanish	<b>D8</b>
South Asian	<b>AB</b>	<b>Museum Studies/Historic Preservation</b>	<b>I2</b>
<b>Humanities</b>	<b>U8</b>	<b>Philosophy</b>	<b>B1</b>
<b>Interdisciplinary</b>	<b>U1</b>	Aesthetics	<b>B2</b>
African Studies	<b>G1</b>	Epistemology	<b>B3</b>
American Studies	<b>G3</b>	Ethics	<b>B4</b>
Area Studies	<b>GH</b>	History of Philosophy	<b>B5</b>
Asian Studies	<b>G5</b>	Logic	<b>B6</b>
Classics	<b>G7</b>	Metaphysics	<b>B7</b>
Folklore/Folklife	<b>R1</b>	Non-Western Philosophy	<b>B8</b>
History/Philosophy of Science, Technology, or Medicine	<b>GA</b>	<b>Religion</b>	<b>E1</b>
International Studies	<b>GG</b>	Comparative Religion	<b>E5</b>
Labor Studies	<b>G4</b>	History of Religion	<b>E2</b>
Latin American Studies	<b>GJ</b>	Non-Western Religion	<b>E4</b>
Medieval Studies	<b>G8</b>	Philosophy of Religion	<b>E3</b>
Regional Studies	<b>GF</b>	<b>Social Science</b>	<b>U2</b>
Renaissance Studies	<b>G9</b>	American Government	<b>F2</b>
Rural Studies	<b>GC</b>	Economics	<b>N1</b>
Urban Studies	<b>G2</b>	Geography	<b>U7</b>
Western Civilization	<b>GB</b>	International Relations	<b>F3</b>
Women's Studies	<b>G1</b>	Political Science	<b>F1</b>
		Psychology	<b>U5</b>
		Public Administration	<b>F4</b>
		Sociology	<b>S1</b>



### **Budget form suggestions for Consultation Grants**

The attached budget form should be used in preparing the budget request for a Consultation Grant. Depending on the proposed activities, you may not need to use every category in the preprinted budget. For example, you may only be asking for funding for travel, per diem costs, and consultant fees, and in that case you would only need to fill out those sections.

Cost sharing (i.e. the contribution to a project of cash or of goods or services that have monetary value) is not required.

Please feel free to call us if you have questions as you work on the budget.

# National Endowment for the Humanities BUDGET FORM

Project Director

\_\_\_\_\_

Applicant Organization

\_\_\_\_\_

Requested Grant Period

From \_\_\_\_\_ THRU \_\_\_\_\_

mo/yr

mo/yr

**Salaries and Wages.** Indicate the names and titles of project staff.

name/title of position	% of time devoted to project x salary	Total
_____	_____	\$_____
_____	_____	\$_____
_____	_____	\$_____
_____	_____	\$_____

**Anticipated cost sharing (optional)** \$\_\_\_\_\_**Fringe Benefits**

rate	salary base	Total
_____ % of	\$_____	\$_____
_____ % of	\$_____	\$_____

**Consultant Fees.** Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	Total
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

**Anticipated cost sharing (optional)** \$\_\_\_\_\_

**Travel.** For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. The lowest available commercial fares for coach or equivalent accommodations must be used.

From/To	no. of persons	total travel days	subsistence costs	+	transportation costs	Total
_____	[    ]	[    ]	\$_____		\$_____	\$_____
_____	[    ]	[    ]	\$_____		\$_____	\$_____
_____	[    ]	[    ]	\$_____		\$_____	\$_____
_____	[    ]	[    ]	\$_____		\$_____	\$_____

**Anticipated cost sharing (optional)**    \$\_\_\_\_\_

**Supplies, Materials, and Services.** Include consumable supplies, materials, and services such as duplication, printing, long distance telephone, equipment rental, or postage.

Item	basis/method of cost computation	Total
_____	_____	\$_____
_____	_____	\$_____
_____	_____	\$_____

**Anticipated cost sharing (optional)**    \$\_\_\_\_\_

TOTAL REQUESTED FROM NEH    \$\_\_\_\_\_

Total anticipated cost sharing    \$\_\_\_\_\_ (optional)

TOTAL PROJECT BUDGET    \$\_\_\_\_\_

## APPENDIX

### Certification Instructions

Certifications. In submitting an application to NEH, all applicants are required to certify (by signing the certification block of the application cover sheet) that they are not presently debarred, suspended, declared ineligible, or voluntarily excluded from participating in federally funded programs; are not currently delinquent in the payment of a federal debt; and, if the project is funded by NEH, will have a drug-free workplace program in place within thirty (30) days of the issuance of an award. Institutional applicants must further certify that they are in compliance with the nondiscrimination statutes and NEH's implementing regulations.

These certifications are material representations of fact upon which the Endowment will rely in making funding decisions. If it is later determined that the applicant knowingly provided an erroneous certification or did not comply with the requirements, the Endowment may seek judicial enforcement of the certification or may suspend or terminate the award.

Applicants who cannot certify regarding compliance with the nondiscrimination statutes or the establishment of a drug-free workplace program are not eligible to apply for funding from NEH. Although applicants who are unable to certify regarding federal debt status or debarment and suspension are technically eligible to submit an application to NEH as long as they provide a written explanation of their status, they are advised to discuss their particular situation with program staff before beginning work on their proposal.

Applicants who plan to use awards to fund **subgrants, contracts, and subcontracts** should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding lobbying from those requesting in excess of \$100,000 in grant funds, and
- (3) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required **to include without modification** the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:

(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Additional information on the certification requirements is available on the NEH World Wide Web site, <http://www.neh.gov>, or from the NEH Grants Office, Room 311, Washington, D.C. 20506 (202/606-8494).

The text of the certifications follows:

**1. Certification Regarding the Nondiscrimination Statutes and Implementing Regulations (Applies to Recipients Other than Individuals).** The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

**2. Certification Regarding Federal Debt Status.** The applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

**3. Certification Regarding Debarment and Suspension (45 CFR 1169).** The prospective primary participant (applicant) certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

#### **4. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988).**

(A) The grantee certifies that it will provide a drug-free workplace by

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;

(b) establishing an ongoing drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

## **Customer Service Standards**

### **In assisting you as a prospective applicant, you can expect us to:**

- respond courteously and quickly to your requests for information about our grant programs;
- be able to describe the programs that best suit your needs;
- provide application instructions and forms that are clear and easy to use;
- offer prompt and thoughtful advice and guidance in preparing your application;
- explain accurately the procedures that would be used to evaluate your application and tell you when you could expect a decision.

### **In assisting you as an applicant, you can expect us to:**

- ensure that the evaluation of your application is fair, expeditious, and informed by the expert judgments of your peers;
- notify you promptly of the decision on your application;
- provide substantive reasons for the decision reached on your application;
- give you helpful advice, if you are unsuccessful, on revising or resubmitting your application.

### **In assisting you as a grantee, you can expect us to:**

- provide you with an award document that is clear and easy to understand and that sets forth sensible reporting requirements;
- provide the names of our staff members who will serve as contacts for your reports and for any assistance you may need;
- answer promptly and satisfactorily all requests for information on NEH policies and procedures;
- read and acknowledge promptly your reports on grant activities;
- maintain a professional, helpful relationship with you as you carry your project to completion.

## APPLICATION CHECKLIST

1. Nine copies of the application package, each copy including, in this order:

\_\_\_\_\_ a) The NEH Application Cover Sheet (one original should be signed in ink by the authorizing official)

\_\_\_\_\_ b) NEH Budget Form

\_\_\_\_\_ c) Narrative Essay

\_\_\_\_\_ d) Supplementary materials

\_\_\_\_\_ e) Résumés and letters of commitment

2. Three extra copies of the signed NEH Application Cover Sheet

Applications should be stapled or clipped, but not enclosed in binders.

NEH will not accept applications sent by FAX machine or electronic mail.

Please remember that applications must **arrive** at NEH on or before the deadline.

Send applications to:

Division of Public Programs

National Endowment for the Humanities

1100 Pennsylvania Avenue, N.W., Room 426

Washington, D.C. 20506

## EQUAL

## OPPORTUNITY

## STATEMENT

*Endowment programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to Equal Employment Opportunity Officer, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506. TDD: 202/606-8282 (this is a special Telephone Device for the Deaf).*



## **APPLICATION DEADLINES FOR NEH CONSULTATION GRANTS**

<b>Receipt Deadline</b>	<b>Notification</b>	<b>Projects Beginning</b>
May 1, 2000	Late July	September 1, 2000
September 11, 2000	Late November	December 1, 2000
April 16, 2001	Late July	September 1, 2001
September 6, 2001	Late November	December 1, 2001

Send applications to:

Division of Public Programs  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, N.W., Room 426  
Washington, DC 20506

For more information please call us. Program officers are available to answer questions and to discuss your ideas.

NEH information, guidelines, and forms are also available on the Internet at <http://www.neh.gov>

Division of Public Programs  
Telephone: 202/606-8267  
FAX: 202/606-8557  
E-mail: [publicpgms@neh.gov](mailto:publicpgms@neh.gov)

N A T I O N A L

E N D O W M E N T

F O R T H E

H U M A N I T I E S

*Division of Public Programs*

## Consultation Grants

APPLICATION DEADLINES:  
May 1, 2000  
September 11, 2000  
April 16, 2001  
September 6, 2001

National Endowment for the Humanities  
Division of Public Programs, Room 426  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

